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| **ADLİ VEYA GAYRI ADLİ EVRAKIN YABANCI MEMLEKETLERDE TEBLİĞİ İÇİN TALEPNAME**  REQUEST FOR SERVICE ABROAD OF JUDICIAL OR EXTRAJUDICIAL DOCUMENTS *DEMANDE aux fins de signification ou de notification à l’Étranger  d’un acte judiciaire ou extrajudiciaiRE* |
| **La Haye'de 15 Kasım 1965 tarihinde imzalanan hukukî ve ticarî konularda adli ve gayrı adli evrakın**  **yabancı memleketlerde tebliğine dair sözleşme.**  Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, signed at The Hague, the 15th of November 1965.  *Convention relative à la signification et à la notification à l’étranger des actes judiciaires ou extrajudiciaires en  matière civile ou commerciale, signée à La Haye le 15 novembre 1965.*   |  |  | | --- | --- | | **Talep eden makamın kimliği ve adresi**  Identity and address of the applicant  *Identité et adresse du requérant* | **Muhatap makamın adresi**  Address of receiving authority  *Adresse de l’autorité destinataire* | |  |  | | **Dosya No:/File Num. :** |   **Aşağıda imzası bulunan müracaatçı, aşağıda listesi bulunan evrakı iki nüsha halinde göndermek ve bir nüshasının sözleşmenin 5. Maddesine uygun olarak yine aşağıda belirtilen usulde, en kısa zamanda muhataba tebliğini talep etmekle şeref duyar:**  The undersigned applicant has the honour to transmit – in duplicate – the documents listed below and, in conformity with Article 5 of the above-mentioned Convention, requests prompt service of one copy thereof on the addressee, i.e.:  *Le requérant soussigné a l’honneur de faire parvenir – en double exemplaire – à l’autorité destinataire les documents ci-dessous énumérés, en la priant, conformément à l’article 5 de la Convention précitée, d’en faire remettre sans retard un exemplaire au destinataire, à savoir :*   |  |  | | --- | --- | | **(Muhatabın açık kimlik ve adresi)**  (identity and address) /  (identité et adresse) |  |  |  |  | | --- | --- | |  | *a)* **Sözleşmenin 5 inci maddesinin birinci fıkrasının (a) bendindeki hükme göre*\****  in accordance with the provisions of sub-paragraph *a)* of the first paragraph of Article 5 of the Convention\* *selon les formes légales (article 5, alinéa premier, lettre* a*)\** | |  | *b)* **Aşağıdaki özel usul ile (5 inci maddenin birinci fıkrasının (b) bendi)\***  in accordance with the following particular method (sub-paragraph *b*) of the first paragraph of Article 5)\*:*selon la forme particulière suivante (article 5, alinéa premier, lettre* b*)\* :* | |  | *c)* **Kendi arzusu ile kabul ettiği takdirde muhataba tevdi suretiyle (5 inci maddenin ikinci fıkrası)\***  by delivery to the addressee, if he accepts it voluntarily (second paragraph of Article 5)\**le cas échéant, par remise simple (article 5, alinéa 2)*\* |   **Talepte bulunan, tebliğ edilen evrak ile eklerinin\* birer nüshasının ekli tasdikname ile birlikte iadesini veya iadesinin teminini makamdan rica eder.**  The authority is requested to return or to have returned to the applicant a copy of the documents - and of the annexes\* - with the attached certificate. *Cette autorité est priée de renvoyer ou de faire renvoyer au requérant un exemplaire de l’acte - et de ses annexes\*- avec l’attestation ci-jointe.*  ***Evrak Listesi:***  List of documents / *Énumération des pièces*   |  | | --- | |  |   \* Gerekli görüldüğü takdirde  if appropriate / *s’il y a lieu*   |  |  | | --- | --- | | **Yer adı**       Done at / *Fait à*  **Tarih**       the **/** *le* | **İmza ve/veya mühür** Signature and/or stamp / *Signature et / ou cachet* | |

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| **Tasdikname**  *CERTIFICATE*  *ATTESTATION* |
| **Aşağıda imzası bulunan makam, Sözleşmenin 6 ncı maddesi uyarınca tasdik etmekle şeref duyar.**  The undersigned authority has the honour to certify, in conformity with Article 6 of the Convention,  *L’autorité soussignée a l’honneur d’attester conformément à l’article 6 de ladite Convention,*  **1. Evrak tebliğ edilmiştir\***  that the document has been served **\*** *que la demande a été exécutée\**   |  |  | | --- | --- | | * + **tarihi:** the (date) / *le (date) :* |  | | – **yer,cadde,sokak,numara:**  at (place, street, number) / *à (localité, rue, numéro) :* |  |  |  |  | | --- | --- | | * + **aşağıda gösterilen ve 5 inci maddede öngörülmüş olan usullerden biri ile:**   in one of the following methods authorised by Article 5: *dans une des formes suivantes prévues à l’article 5 :* | | |  | *a)* **Sözleşmenin 5 inci maddesinin birinci fıkrasının (a) bendindeki hükme göre*\****  in accordance with the provisions of sub-paragraph *a)* of the first paragraph of Article 5 of the Convention\* *selon les formes légales (article 5, alinéa premier, lettre* a*)\** | |  | *b)* **Aşağıdaki özel usul ile\*:**  in accordance with the following particular method\*: *selon la forme particulière suivante\* :* | |  | *c)* **Kendi arzusu ile kabul eden muhataba tevdi suretiyle\***  by delivery to the addressee, if he accepts it voluntarily**\*** *par remise simple****\**** |   **Talepte sözü edilen, evrakın kendisine tevdi edildiği kimse:**  The documents referred to in the request have been delivered to:*Les documents mentionnés dans la demande ont été remis à :*   |  |  | | --- | --- | | **Şahsın kimliği ve sıfatı:**  Identity and description of person :  *Identité et qualité de la personne :* |  | | **Bu şahsın muhataba olan yakınlığı (ailevi, iş veya başka):**  Relationship to the addressee (family, business or other): Liens de parenté, de subordination ou autres, avec le destinataire de l’acte : |  |   **2.** **Aşağıda bildirilen nedenlerle evrak tebliğ edilmemiştir\*:**  that the document has not been served, by reason of the following facts\*:  *que la demande n’a pas été exécutée, en raison des faits suivants\* :*   |  | | --- | |  |   **Müracaatçının ilişik belgede açıklanan masrafları sözleşmenin 12 nci maddesinin ikinci fıkrası uyarınca ödemesi rica olunur\*.**  In conformity with the second paragraph of Article 12 of the Convention, the applicant is requested to pay or reimburse the expenses detailed  in the attached statement\*.  *Conformément à l’article 12, alinéa 2, de ladite Convention, le requérant est prié de payer ou de rembourser les frais dont le détail figure au mémoire ci-joint\*.*  ***Ekler*** Annexes / *Annexes*   |  |  | | --- | --- | | **İade olunan belgeler:**  Documents returned:  *Pièces renvoyées :* |  | | **Lüzumu halinde tebliğ işlemini tesbit eden vesikalar:**  In appropriate cases, documents establishing the service: *Le cas échéant, les documents justificatifs de l’exécution :* |  |   \* Gerekli görüldüğü takdirde if appropriate / *s’il y a lieu*   |  |  | | --- | --- | | **Yer adı**       Done at / *Fait à*  **Tarih**       the **/** *le* | **İmza ve/veya mühür** Signature and/or stamp / *Signature et / ou cachet* | |

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| **UYARI**  WARNING *AVERTISSEMENT* |
| |  | | --- | | **Muhatabın kimliği ve adresi**  Identity and address of the addressee *Identité et adresse du destinataire* |   **ÖNEMLİ DUYURU**  **EKLİ BELGE ADLİ NİTELİKTE OLUP; HAKLARINIZI VE SORUMLULUKLARINIZI ETKİLEYEBİLİR. "TEBLİĞ EDİLECEK BELGELERİN ÖZETİ" SİZE BELGENİN MAHİYETİ VE AMACI HAKKINDA BAZI BİLGİLER VERECEKTİR. YALNIZ, BELGENİN KENDİSİNİ DİKKATLİCE OKUMALISINIZ. hukukİ DanıŞma TALEP ETMEK GEREKEBİLİR.**  **MALİ İMKANLARINIZ YETERSİZ İSE YAŞAMAKTA OLDUĞUNUZ MEMLEKETTE VEYA BELGENİN DÜZENLENDİĞİ MEMLEKETTE ADLİ YARDIM VEYA hukui DANIŞMA SAĞLAMA HUSUSUNDA BİLGİ EDİNMELİSİNİZ.**  **BELGENİN DÜZENLENDİĞİ MEMLEKETTEKİ ADLİ YARDIM VEYA hukuki DANIŞMA SAĞLAMA İMKANI İÇİN BAŞVURULAR AŞAĞIDAKİ MAKAMA YAPILABİLİR :**  IMPORTANT  THE ENCLOSED DOCUMENT IS OF A LEGAL NATURE AND MAY AFFECT YOUR RIGHTS AND OBLIGATIONS. THE ‘SUMMARY OF THE DOCUMENT TO BE SERVED’ WILL GIVE YOU SOME INFORMATION ABOUT ITS NATURE AND PURPOSE. YOU SHOULD HOWEVER READ THE DOCUMENT ITSELF CAREFULLY. IT MAY BE NECESSARY TO SEEK LEGAL ADVICE.  IF YOUR FINANCIAL RESOURCES ARE INSUFFICIENT YOU SHOULD SEEK INFORMATION ON THE POSSIBILITY OF OBTAINING LEGAL AID OR ADVICE EITHER IN THE COUNTRY WHERE YOU LIVE OR IN THE COUNTRY WHERE THE DOCUMENT WAS ISSUED.  ENQUIRIES ABOUT THE AVAILABILITY OF LEGAL AID OR ADVICE IN THE COUNTRY WHERE THE DOCUMENT WAS ISSUED MAY BE DIRECTED TO:  *TRÈS IMPORTANT*  *LE DOCUMENT CI-JOINT EST DE NATURE JURIDIQUE ET PEUT AFFECTER VOS DROITS ET OBLIGATIONS. LES « ÉLÉMENTS ESSENTIELS DE L’ACTE » VOUS DONNENT QUELQUES INFORMATIONS SUR SA NATURE ET SON OBJET. IL EST TOUTEFOIS INDISPENSABLE DE LIRE ATTENTIVEMENT LE TEXTE MÊME DU DOCUMENT. IL PEUT ÊTRE NÉCESSAIRE DE DEMANDER UN AVIS JURIDIQUE.*  *SI VOS RESSOURCES SONT INSUFFISANTES, RENSEIGNEZ-VOUS SUR LA POSSIBILITÉ D’OBTENIR L’ASSISTANCE JUDICIAIRE ET LA CONSULTATION JURIDIQUE SOIT DANS VOTRE PAYS SOIT DANS LE PAYS D’ORIGINE DU DOCUMENT.*  *LES DEMANDES DE RENSEIGNEMENTS SUR LES POSSIBILITÉS D’OBTENIR L’ASSISTANCE JUDICIAIRE OU LA CONSULTATION JURIDIQUE DANS LE PAYS D’ORIGINE DU DOCUMENT PEUVENT ÊTRE ADRESSÉES À :*   |  | | --- | |  |   **Tebligattaki standart kavramların, İngilizce ve Fransızca ve gerekli olduğu takdirde ayrıca evrakın düzenlendiği ülkenin resmi dillerinden birinde yazılması tavsiye edilir. Boşluklar, evrakın gönderileceği ülkenin dilinde veya İngilizce veya Fransızca olarak doldurulabilir.**  It is recommended that the standard terms in the notice be written in English and French and where appropriate also in the official language, or in one of the official languages of the State in which the document originated. The blanks could be completed either in the language of the State to which the document is to be sent, or in English or French.  *Il est recommandé que les mentions imprimées dans cette note soient rédigées en langue française et en langue anglaise et le cas échéant, en outre, dans la langue ou l’une des langues officielles de l’État d’origine de l’acte. Les blancs pourraient être remplis soit dans la langue de l’État où le document doit être adressé, soit en langue française, soit en langue anglaise.* |

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| **TEBLİĞ EDİLECEK EVRAKIN ÖZETİ**  SUMMARY OF THE DOCUMENT TO BE SERVED *ÉLÉMENTS ESSENTIELS DE L’ACTE* |
| **La Haye’de 15 Kasım 1965 tarihinde imzalanan hukukî ve ticarî konularda adli ve gayrı adli evrakın**  **yabancı memleketlerde tebliğine dair sözleşme (Madde 5, fıkra 4)**  Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, signed at The Hague, the 15th of November 1965 (Article 5, fourth paragraph).  *Convention relative à la signification et à la notification à l’étranger des actes judiciaires ou extrajudiciaires en  matière civile ou commerciale, signée à La Haye le 15 novembre 1965 (article 5, alinéa 4).*   |  |  | | --- | --- | | **Talep eden makamın adı ve adresi:**  Name and address of the requesting authority:  *Nom et adresse de l’autorité requérante :* |  |  |  |  | | --- | --- | | **Tarafların kimlikleri\*:**  Particulars of the parties\*:  *Identité des parties\* :* |  |   \* Var ise evrakın gönderilmesi ile ilgisi olan şahsın kimliği ve adresi*.*  if appropriate, identity and address of the person interested in the transmission of the document   *s’il y a lieu, identité et adresse de la personne intéressée à la transmission de l’acte* |
| **ADLİ EVRAK\*\*** JUDICIAL DOCUMENT\*\* *ACTE JUDICIAIRE\*\** |
| |  |  | | --- | --- | | **Evrakın mahiyeti ve niçin gönderildiği:**  Nature and purpose of the document:  *Nature et objet de l’acte :* |  | | **Davanın mahiyeti ve amacı ile var ise ihtilaf konusu meblağ:**  Nature and purpose of the proceedings and, when appropriate,  the amount in dispute: *Nature et objet de l’instance, le cas échéant, le montant du litige :* |  | | **Duruşmanın yeri ve tarihi\*\*:**  Date and Place for entering appearance\*\*:  *Date et lieu de la comparution\*\* :* |  | | **Kararı veren mahkeme\*\*:**  Court which has given judgment\*\*:  *Juridiction qui a rendu la décision\*\* :* |  | | **Karar tarihi\*\*:**  Date of judgment\*\*:  *Date de la décision\*\* :* |  | | **Evrakta belirtilen müddetler\*\*:**  Time limits stated in the document\*\*:  *Indication des délais figurant dans l’acte\*\* :* |  |   \*\* Gerekli görüldüğü takdirde   if appropriate / *s’il y a lieu* |
| **GAYRI ADLİ EVRAK\*\***  EXTRAJUDICIAL DOCUMENT**\*\*** *ACTE EXTRAJUDICIAIRE****\*\**** |
| |  |  | | --- | --- | | **Evrakın mahiyeti ve niçin gönderildiği:**  Nature and purpose of the document:  *Nature et objet de l’acte :* |  | | **Evrakta belirtilen müddetler\*\*:**  Time-limits stated in the document**\*\***:  *Indication des délais figurant dans l’acte****\*\**** *:* |  |   \*\* Gerekli görüldüğü takdirde   if appropriate / *s’il y a lieu* |